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Approved For Release 2005/11/21 : CIA-RDP70-00211R000700200044-3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Comptroller, CIA
Attn: Chief, Personnel Management Branch, M.I.S.

DATE: 12 March 1954

FROM : Chief, Security Division, SO

SUBJECT: Proposed Key Lock Security Desk Tray

1. As the result of a brochure recently circulated throughout the Agency concerning the development of a new type security desk tray, Mr. [] of this Division met with [] of your office to discuss the security aspects involved in the use of such a desk tray.

2. [] explained that the primary reason for developing the tray was to conserve space within safes by storing material vertically and also to permit the storage of the locked desk trays within metal caged areas thereby eliminating the need for safes in these areas.

3. The Security Office concurs in any attempt to conserve storage space and has no objection to the use of metal containers for this purpose. However, in describing the container, the brochure states, "The top is equipped with a pick-resistant key lock for protection when the user is momentarily away from his desk." While the brochure goes further to explain that existing security regulations concerning the handling of classified material must be complied with, the Security Office feels that the description quoted above constitutes a hazardous implication which can and perhaps will be construed to imply that classified material may be left locked in the container on a desk while the custodian of the material is away from his desk and the area is unprotected.

4. Since the subject containers are not yet in production, it is the feeling of the Security Office that in order to clarify any misconception and to prevent any security violations which may result therefrom, that the Personnel Management Branch should initiate appropriate action to have the Subject desk trays manufactured without locks.

SO:FLW/sf

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